



SCHOOL FINANCE MEMORANDUM 15-049

State of Arizona Department of Education

TO: Superintendents, District Business Managers, Charter Business Managers, Charter Holders, and Administrators

FROM: Lyle Friesen, Director of School Finance

DATE: April 15, 2015

SUBJECT: School Finance Updates

SAIS Updates

1) SAIS Limiting Issues

The ADE has discovered new issues with SAIS that may be causing school districts and charter schools to receive incorrect funding. In certain circumstances, SAIS has not been properly limiting ADM within single Local Education Agencies (LEA) to 1,000, but rather has allowed it to be calculated at greater than 1,000 ADM. For complete details of these circumstances and steps to determine if your LEA is impacted, please see the School Finance Memo which can be found [at http://www.azed.gov/Administrators/SF/NumberedMemos/FY2015/15-044%20SAIS%20Limiting.pdf](http://www.azed.gov/Administrators/SF/NumberedMemos/FY2015/15-044%20SAIS%20Limiting.pdf).

ADE is in the process of completing a preliminary analysis to determine the impact and magnitude of the SAIS Limiting inconsistencies. All impacted LEAs will be notified of the analysis findings.

Please submit questions on this subject to SchoolFinance@azed.gov. A FAQ will be made available online and updated, as questions are answered.

2) 200 Day Calendar Operation Approval Deadline

FY 2016 deadline for approval of 200 Day Calendar is June 1, 2015. This must be approved and completed each year as a new process. The 200-day calendars are approved one year at a time. If your district or charter intends to operate on a 200-day calendar in FY2016, you must, at a minimum:

- a. Submit a letter to Lyle Friesen, Deputy Associate Superintendent of School Finance, and request approval of the 200-day calendar prior to June 1, 2015.
- b. Submit a 200-day calendar for each school within the district/charter holder, which includes a 10 percent increase in annual instructional hours.
- c. Charters (ASBCS sponsored schools) requesting a 200-day calendar must have it approved by the Charter Board prior to approval by School Finance.
- d. Budget for a five percent increase in base level support.
- e. Submit the “Optional 200 Day Instructional Calendar Compliance Form”
<http://www.azed.gov/finance/forms/> to your Account Analyst.

3) **FY 2015 Monthly Processing Schedule**

Monthly aggregation is the processing that ADE performs on the student data to calculate ADM (Average Daily Membership), which is used as a basis for state aid funding. The student data must reside within SAIS to be included in the scheduled aggregation processing.

The remainder of the FY 2015 processing schedule, as posted to [HOT TOPICS](#) earlier this year, can be found below.

<u>Data Submission Deadline</u>	<u>Monthly Processing Start Date</u>	<u>For Charter Payment:</u>
May 4, 2015 @ 5 pm	May 5, 2015	June 1, 2015
June 1, 2015 @ 5 pm	June 2, 2015	June 30, 2015

4) **FY 2015 Statewide Recalculation Schedule**

At the end of the fiscal year, ADE recalculates ADM for all students in SAIS. This process is very similar to the monthly processing in that integrity and aggregation are run. The main difference is that during the statewide recalculation, integrity is run for every student, whereas during monthly processing integrity is run only for students who are newly entered into SAIS or whose data has been modified since the last integrity processing.

<u>Data Submission Deadline</u>	<u>Recalculation Start Date</u>
Brick and mortar schools: June 30, 2015 @ 5 pm	July 16, 2015
AOI (online) schools only: July 15, 2015 @ 5 pm	

5) **Important Reminder: Reconcile ADE Data to your SIS Data**

Remember to reconcile the data that is in your student information system (SIS) with the data in SAIS. Funding is determined by the data that is in SAIS, not your SIS. If there is a discrepancy in the data, whatever is in SAIS will be used for your funding. Data should be reconciled monthly, at a minimum.

A couple of reports to review on a regular basis:

- Student Integrity Status Report
- SAIS raw data reports: ADMS72, SPED71s, ELL71
- Funding reports: ADMS, SPED and ELL 75 reports, and the ADMS76 report

These reports can all be found within [Common Logon](#) within either SDDI or the Student Detail Reports applications. Presentations on how to reconcile SAIS reports are available on our [Business Rules and Presentations site](#) within the “Presentation” section under FYs 2015 and 2014. You can also contact your [Account Analyst](#) for additional guidance and support.

Payment Updates

5) District Additional Assistance and Incremental Funding Limitation (DSCS) Recalculation

The recalculated (final) DAA reduction and the incremental funding limitation for DSCS which began operation in FY2014 was included on April 1, 2015 apportionment calculations.

6) Charter Additional Assistance Recalculation

The recalculated (final) CAA reduction was included on April 1, 2015 apportionment calculations.

7) Capital Transportation Adjustment – Coming Soon

Pursuant to A.R.S. 15-963, the Capital (Small School) Transportation Adjustment will be included on the May 1, 2015 apportionment.

Budget Updates

8) FY 2015 April Budget 25 Reports

The FY 2015 BUDG25 reports have been updated and posted. The budget report includes values from the April 2015 APOR55-1 and any FY 2015 budget revisions successfully uploaded and processed as of March 25th.

To download and review a specific district selection, please follow this link:

<https://www.ade.az.gov/Budget/EntitySelection.asp>.

Please email any budget-related questions or concerns to sfbudgetteam@azed.gov

9) FY 2015 May District Budget Revision Reminders

The following May district budget revision reminders may be helpful:

- a) Revise up or down to the ADE values from the most recent BUDG25 report.
- b) Make final reallocation of funds between M&O and Capital (UNR) on page 7 by May 15 as no reallocation after May 15 is allowed.

- c) The ADE calculated applied capacity for M&O will be the lesser of the ADE total and the district's total budgeted expenditures on page 1 or the district's general budget limit as calculated on page 7.
- d) In order to receive capacity for any increase in UNR due based on any growth adjustment from the FY 2014 BUDG75, page 2, the value must be entered into the Line A.10 adjustment box of page 8, item 2.
- e) The ADE calculated applied capacity for UNR will be the lesser of the ADE total and the district's total budgeted expenditures on page 4 or the district's unrestricted capital limit as calculated on page 8.
- f) Ensure that any M&O and UNR adjustments, if applicable, are matched to the appropriate adjustment line of the adjustment boxes for Line 9, page 7, and Line A.10, page 8, respectively.
- g) Energy and Water Savings Transfers must be budgeted for by May 15: Lines 4 or 5 of the page 7, Line 9 adjustment box.
- h) Check the district's budget reports homepage to verify the actual status of any budget file uploaded via the Common Logon. It is the district's responsibility to resolve for any errors preventing a budget file from successfully processing into the system as expected. The district will begin to navigate to its budgets homepage by clicking [here](#).

Please email any budget related questions to the budget team at sfbudgetteam@azed.gov

General Updates

10) Email Distribution

If you are not receiving updates via email and you would like to, please email schoolfinance@azed.gov with your name, email, school and position. If you have more than one person you would like to receive emails, please include their information as requested above.

If you have any questions, please email schoolfinance@azed.gov or call Barb Axe @ 602-542-8248.

11) School Finance Hot Topics

Keep informed of upcoming events, deadlines and system updates by bookmarking our Hot Topics webpage and checking it often. All updates published by School Finance can be found on this page (<http://www.azed.gov/finance/category/hot-topics/>). These same Hot Topics can also be found on our home page at <http://www.azed.gov/finance/>.

12) Updating Your Contact Information

Please make sure that your contact information is up-to-date. Any changes to entities should be sent to your [LEA Account Analyst](#). Changes related to individuals should be sent to enterprise@azed.gov. Charters must ensure changes are first approved through the Charter Board.

13) External Guidelines

External guidelines are posted on our School Finance website. Next to each guideline is the effective date. As new guidelines become available, they will be posted for your review at:

<http://www.azed.gov/finance/school-finance-external-guidelines/>

Questions?

If you have any questions regarding these updates, please do not hesitate to contact the following individuals relating to these areas:

- **General Updates:** Email schoolfinance@azed.gov
- **SAIS/ADM, SDER, and Transportation:** A listing of account analysts for each school district and charter holder is available on the School Finance web site at <http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>
- **Payment:** Email the School Finance payment team at SFpaymentteam@azed.gov
- **Budget:** Email the School Finance budget team at SFBudgetTeam@azed.gov.
- **Other Areas within ADE:**
 - ❖ **Title I, Maintenance of Effort, Stephanie Washington**
Stephanie.Washington@azed.gov, Education Program Specialist
Tel: (602) 542-7466
 - ❖ **ESS, Maintenance of Effort,** ESSFunding@azed.gov, 602-542-3851
 - ❖ **ADE Support,** 602-542-7378 or 1-866-577-9636
 - ❖ **Grants Management** –Toll Free (844) 893-9789 or locally (602) 542-3901

Please let us know what we can do to better assist you. Send your suggestions to SchoolFinance@azed.gov and in the subject line type SUGGESTIONS.